

CITY OF SAN GABRIEL PLANNING COMMISSION
MINUTES OF THE SPECIAL PLANNING COMMISSION MEETING
DECEMBER 16, 2019

- **CALL TO ORDER**

Vice-Chair Klawiter called the special meeting of the Planning Commission meeting to order at 6:33 p.m. on Monday, December 16, 2019 in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.

- **PLEDGE OF ALLEGIANCE**

Vice-Chair Klawiter led the Pledge of Allegiance

- **ROLL CALL – PLANNING COMMISSION**

Present: Vice-Chair Klawiter, Commissioner Lou, Commissioner Mamdapurkar, and Commissioner Schwartz

Excused: Chairman Garden

Staff in attendance included City Attorney Pilchen, Planning Manager Steinkruger, Senior Planner Chang, Assistant Planner Alvarado, and Secretary Ortiz

- 1. **PUBLIC COMMENT**

- 1. *Ms. Cynthia Reimers, 138 Franklin Avenue, San Gabriel, voiced her concerns about the Conditional Use Permit (CUP) associated with the liquor store located at 721 West Las Tunas Drive. She also mentioned the neighborhood is concerned about parking, liquor being displayed to minors, transients, and cooking food without a health permit.*

- 2. **APPROVAL OF MINUTES**

Commissioner Lou moved to approve the minutes from the December 9, 2019 regular Planning Commission meeting. Vice-Chair Klawiter seconded the motion. Motion passed with a vote of 4 ayes, 0 noes.

- 3. **PUBLIC HEARING:**

- A. **215 SOUTH MISSION DRIVE
PLANNING CASE NO. CUP19-006 (CONDITIONAL USE PERMIT)
APPLICANT: OPTIONS FOR YOUTH**

Project Summary: The proposed project is a request for a Conditional Use Permit (CUP) to operate an educational facility (Options for Youth) at 215 South Mission Drive. The project site is zoned MDV (Mission District Village) within the Mission District Specific Plan (MDSF) area and has a General Plan Land Use Designation of Mission District Village Commercial. This project is categorically exempt from the California Environmental Quality Act (CEQA) Guidelines Section 15301, Class 1 (Existing Facilities).

Staff Recommendation:

ADOPT A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN GABRIEL, CALIFORNIA, APPROVING PLANNING CASE NUMBER CUP19-006 FOR A CONDITIONAL USE PERMIT TO ALLOW FOR THE OPERATION OF AN EDUCATIONAL FACILITY (OPTIONS FOR YOUTH) AT 215 SOUTH MISSION DRIVE, SUBJECT TO THE RECOMMENDED CONDITIONS OF APPROVAL.

This item was presented by Senior Planner Chang.

Commissioner Lou stated he knew the applicant through mutual connections and indicated there is no conflict as he has not talked to the applicant regarding this item.

Brooke Richards, 1111 Magnolia Street, South Pasadena, applicant, came forward to answer Commissioners' questions.

Commissioner Lou had questions regarding the hours of operation and asked if they would operate on the weekends.

Ms. Richards stated the hours work better with the neighborhood and would not want congestion for the neighborhood on the weekends.

Vice-Chair Klawiter questioned the curriculum and if it was similar to regular high school program.

Ms. Richards confirmed and stated the program tries to get students back to their original high schools, servicing students who have left schools for various reasons.

Commissioner Schwartz questioned the parking and traffic of the location.

Ms. Richards stated that the parking lot provides ample parking spaces and the parking lot is designed for a turn-around area, also indicating that majority of the students take public transportation.

Vice-Chair Klawiter opened the public hearing. There being no other speaker, he closed the public hearing.

COMMISSIONERS' DISCUSSION

Vice-Chair Klawiter stated the company does good work.

Commissioner Lou stated he was pleased the program was coming to this location and stated having an educational program at this location is encouraging. He suggested having availability on the weekend and that the hours should not be limited.

Vice-Chair Klawiter asked if the Conditional Use Permit can be revised to be operated on the weekend.

Planning Manager Steinkruger stated the applicant would need an amendment to revise the Conditions of Approval modifying the language to make it Monday through Sunday 7:30 a.m. – 5:00 p.m.

Ms. Richards asked if they would be required to open 7 days a week.

The Commissioners stated the hours will be based on the applicants' discretion and to give flexibility.

Commissioner Mamdapurkar asked if the applicant would be providing a drop-off/pick-up plan.

Senior Planner Chang stated one of the required conditions is to submit a drop-off/pick-up plan prior to the issuance of a certificate of occupancy. The plan needs to be approved by Community Development and Public Works Departments to ensure there is no traffic impact.

Commissioner Mamdapurkar questioned the requirements if the applicant plans to expand or change hours of operation.

Senior Planner Chang stated changes such as expanding the operating hours beyond what is allowed or creating a nuisance to surrounding neighborhood is still subject to City review and staff may refer the project back to the Planning Commission.

Commissioner Lou questioned the number of maximum students they are allowed to have.

Planning Manager Steinkruger stated the staff report mentioned a number of 45 students and if there was a jump in excess of 20% then a re-review is required and it will possibly need to go back to the Planning Commission.

Commissioner Mamdapurkar stated that this is a great project

Commissioner Schwartz stated that this is a good use of the building.

Vice-Chair Klawiter made the motion to approve Planning Case Number CUP19-006 for a Conditional Use Permit with a modification to Conditions of Approval No. 10, changing the allowed hours of operation to Monday through Sunday 7:30 a.m. – 5:00 p.m. Commissioner Lou seconded vote. Motion passed - 4 ayes 0 noes.

B. CITYWIDE

PLANNING CASE NO. ZTA19-003 (ZONE TEXT AMENDMENT)

APPLICANT: CITY OF SAN GABRIEL

Project Summary: The proposed Zone Text Amendment (ZTA) would amend Title XV, Chapter 153 (Zoning Code) of the San Gabriel Municipal Code (SGMC) in order to amend zoning definitions and development standards relating to the development of Accessory Dwelling Units (ADUs) and Junior ADUs, in all residential zones, in accordance with applicable State Law. The Ordinance will be considered as both an Urgency Ordinance and a Regular Ordinance. This project is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15282(h) of the CEQA Guidelines. The City Council will consider this item at a public hearing on January 7, 2020.

Staff Recommendation:

ADOPT A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF SAN GABRIEL, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL AMENDING TITLE XV, CHAPTER 153 (ZONING CODE) IN ORDER TO AMEND THE ZONING DEFINITIONS AND DEVELOPMENT STANDARDS TO ALLOW ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS IN ALL RESIDENTIAL ZONES CONSISTENT WITH APPLICABLE STATE LAW, WITH THE UNDERSTANDING THAT THE CITY COUNCIL MAY ADOPT AS BOTH AN URGENCY AND A REGULAR ORDINANCE OUT OF AN ABUNDANCE OF CAUTION.

This item was presented by Assistant Planner Alvarado.

Commissioner Lou questioned the differences between ADU and Junior ADU.

Assistant Planner Alvarado explained that according to new state law, there are cases within a single family where applicants can propose to convert a portion of their house to a Junior ADU and also build an ADU.

The Commissioners questioned the square footage and lot coverage.

Assistant Planner Alvarado stated Junior ADU's are limited to a maximum of 500 sq. ft. and contained entirely within the existing single-family residence. Adding square footage would be considered as an ADU.

Commissioner Lou asked about lot coverage requirements and if the lot coverage is calculated after it exceeds 800 sq. ft.

Assistant Planner Alvarado confirmed and also suggested a recommendation from the Planning Commission to incorporate images to show to City Council as well as the general public when they come to the counter.

Planning Manager Steinkruger stated there are a lot of layers to motivate a single family property owner to keep an ADU under 750 sq. ft.

Commissioner Mamdapurkar asked for more information regarding the code enforcement delay and building code deferring.

Assistant Planner Alvarado explained that the sections pertain to existing non-permitted units that currently reside in the City. If a citation is issued, applicants can submit an application to NIS requesting the delay of violation enforcement for 5 years on the basis that correcting the violation is not necessary to protect health and safety. If any of the violations found could potentially cause harm to someone's health and safety, they would need to bring it up to code. This would remain in effect until January 1, 2025.

Planning Manager Steinkruger stated the provisions of state law intended to hold enforcement in abeyance for 5 years in order for to legalize ADU's that were constructed illegally.

Commissioner Mamdapurkar questioned what rooms could be converted into an ADU.

Assistant Planner Alvarado stated new state law would allow multi-unit structures to convert areas such as boiler rooms, attics, basement into ADU's. The 125 sq. ft. R-3 development standards would apply.

Commissioner Mamdapurkar questioned parking availability for existing ADU's.

Assistant Planner Alvarado explained when converting existing space into an ADU, parking cannot be required.

Commissioner Mamdapurkar- Suggested placing photos on the city's website of what is appropriate and what is not with regards to the new ordinance.

Planning Manager Steinkruger stated they are requesting funding from State Assembly Bill 2 in order to provide development guidebooks for residential development in the city with a focus on ADUs and Junior ADUs. The guidebook would be very interactive with lots of illustrations and a "how-to" section.

Vice-Chair Klawiter questions new construction with ADU and Junior ADU.

Planning Manager Steinkruger stated a lot is determined by the size of the lot.

Vice-Chair Klawiter commended staff for doing a good job.

Planning Manager Steinkruger asked the Planning Commission for guidance with regards to a correspondence that was sent from a 501 C3 Non-Profit Organization addressing the new ordinance.

City Attorney Pilchen confirmed the correspondence contained 4 bullet points and the first 2 were just for clarification.

Assistant Planner Alvarado reviewed the correspondence and addressed the last 2 bullet points.

Vice-Chair Klawiter made the motion to adopt a resolution of the Planning Commission of the City of San Gabriel that City Council adopt an ordinance amending title 15 chapter 153 in order to amend the zoning definitions and development standards to allow ADU and Junior ADU in all residential zones consistent with the applicable State Law with the understanding that the Council may adopt as both urgency and regular ordinance out of an abundance of caution which includes changes from Assistant Planner Alvarado. Commissioner Schwartz seconded the motion. Motion passed by a vote of 4 ayes- 0 noes.

4. COMMENTS FROM THE PLANNING MANAGER

Planning Manager Steinkruger thanked the Commissioners for their flexibility in attending this special meeting.

5. **COMMISSIONER COMMENTS AND CONFERENCE/MEETING REPORTS**

None

6. **ADJOURN PLANNING COMMISSION MEETING**

TO THE REGULAR MEETING OF THE PLANNING COMMISSION ON MONDAY,
JANUARY 13, 2020 AT 6:30 PM AT CITY HALL, 425 SOUTH MISSION DRIVE,
2ND FLOOR, COUNCIL CHAMBERS.

CITY OF SAN GABRIEL


ERIKA ORTIZ, ACTING SECRETARY
PLANNING COMMISSION


THOMAS KLAWITER, VICE-CHAIR
PLANNING COMMISSION